

ADMINISTRATIVE - INTERNAL USE ONLY

DDI-852-73

27 March 1973

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MEMORANDUM FOR: All Office Heads and Staff Chiefs

SUBJECT : Grievance Procedures

1. A recent study by the Junior Officers' Study Group on Grievance Procedures showed, among other things, a broad unawareness about the Office of the Inspector General and its role in the handling of grievance procedures. The study also made the point that Agency people are generally reluctant to take up grievances in the line of command because of fear of penalty.

2. In response to the Junior Officers' Study, the Office of the IG is undertaking an educational program to acquaint Agency personnel with the functions and role of the IG. However, the extent to which the Office of the IG will continue to be able to perform its customary functions will be significantly affected by the impending large reductions in the IG Staff. Given the lessened capabilities of the IG Staff, it is imperative that our organization undertake positive measures to ensure that personnel complaints or grievances can be resolved without having to be referred to the IG.

3. Therefore, each Office Director and Staff Chief should restudy his internal procedures to ensure that employees are given every opportunity to present their grievances with the full expectation that they will be fairly considered and without fear of penalty. Furthermore, I would like it to be known that I am willing to convene a special panel of the employee's peers (on his initiative or that of his supervisor) when I believe this to be the most effective way to ensure proper consideration of the specific complaint.

EDWARD W. PROCTOR

Deputy Director for Intelligence

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Subject: Grievance Procedures

ADDI/PVWalsh/tb (27 March 1973)

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27 March 1973

DDI-848-73

MEMORANDUM FOR: Inspector General

SUBJECT : Junior Officers' Study Group Paper
on Grievance Procedure


1. Your recommendations in regard to the Junior Officers' views on grievance procedures are well taken. I believe that your proposed educational program is desirable and should be highly useful in making general knowledge the role of the IG Staff, the proper limits of its activities, and what an employee should or should not expect from existing procedures for the airing of grievances.

2. In line with your recommendations, the Office Directors and Staff Chiefs in this Directorate have been instructed to restudy their internal procedures to ensure that employees are given every opportunity to present their claimed grievances with full expectation that they will be given full and fair consideration and, most importantly, that they can be presented without fear of penalty. They have also been instructed that the Deputy Director is willing to convene a special panel of the employee's peers upon the initiative of either the Office Director or Staff Chief, or the individual employee, for any specific occasion upon which this seems to be the most effective way of ensuring proper consideration of employee's complaints.

3. Given the recent decision to make significant reductions in the IG Staff and not to make periodic surveys

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of major organizational components, I presume the recommendation regarding wider distribution and use of IG reports is relatively moot. When an IG report concerns a problem of general interest, I see no harm in making these findings and the actions taken as a result of the report generally known. However, in order to preserve the freedom of members of the IG Staff to report with complete frankness and openness, it would not be desirable to give interested individuals access to the actual IG report.



PAUL V. WALSH
Assistant Deputy Director
for Intelligence

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cc: Executive Secretary
CIA Management Committee

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